

Category: Transportation

## **Fleet Vehicle Usage Administrative Directive**

Directive Number: TRP-110

Approved by: CAO/CLT – June 23, 2022

Administered by: Road Maintenance, Operations, and Fleet

Effective Date: June 23, 2022

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### **1. Background**

The City of Brampton Employees have a duty to protect the interests of the residents of Brampton when using City-owned, leased, or rented vehicles to conduct City-related business. This includes carrying out work in a safe and efficient manner while following all laws and regulations and maintaining good public relations with those who use the City roadway. The City of Brampton is also committed to protecting Employees' health, safety, and well-being.

### **2. Purpose**

This Administrative Directive aims to provide a framework for the consistent use and administration of City Vehicles. This includes:

- Ensuring all Vehicle Operators comply with federal laws, provincial laws, municipal bylaws, and regulations;
- Establishing a consistent approach for managing traffic violations;
- Provide a framework of accountability to guide the effective oversight of public resources; and
- Communicating responsibilities and obligations of Employees operating City Vehicles.

### **3. Application and Scope**

This Directive applies to all City Employees who use City Vehicles as part of their duties. This includes:

- full-time, part-time, seasonal, and temporary Employees; and
- co-op students/summer students.

3.1 Exceptions: This Administrative Directive does not apply to:

3.1.1 Transit and Fire employees who are guided by their own City Vehicle Usage Administrative Directives.

#### 4. Outcomes

- 4.1 A standardized approach and consistent criteria are applied for the administration and management of City Vehicles.
- 4.2 Reduce preventable City Vehicle collisions and traffic violations by promoting professional and safe operating habits for operators of City Vehicles.
- 4.3 Promote adherence to all federal legislation, including the Criminal Code of Canada; all provincial legislation, including the Highway Traffic Act (HTA); and all related City bylaws, policies, and procedures as they relate to the use of City Vehicles.

#### 5. Principles

- 5.1 **Health & Safety** – Ensure the health and safety of Employees and members of the community in the operation of a City Vehicle.
- 5.2 **Protection of Assets** – Ensure City Vehicle assets are well maintained for use by City Employees in serving residents and communities in Brampton.
- 5.3 **Consistency** – Ensure that City Vehicle usage and administration procedures are clear and consistent across the organization.
- 5.4 **Transparency and Accountability** – Ensure timely reporting of incidents, communication, and resolutions of Traffic Violations.

#### 6. Mandatory Requirements

6.1 Use of City Vehicle

6.1.1 Approval to use City Vehicle must be obtained through an Operating Permit.

6.1.2 City Vehicles are not to be used for personal matters unless authorized by supervisor.

6.1.3 Vehicle Operators are expected to operate City Vehicles with care, caution, and consideration for road and weather conditions. This includes but is not limited to obeying all traffic signals, traffic signs, laws, and regulations.

- 6.1.4 Under normal circumstances, the City Vehicle shall not be used to transport any persons other than City of Brampton Employees or persons engaged in City of Brampton business without prior authorization from the Employee's Supervisor. Only in exceptional circumstances or emergencies will passage in a City Vehicle by non-Employees be permitted.
- 6.1.5 City Vehicles should contain only those items for which the City Vehicle is designed.
- 6.1.6 Refer to the Fleet Permit SOP for additional details.
- 6.2 In Case of an Accident
  - 6.2.1 When a City Vehicle is involved in a collision, no matter how minor, the driver shall immediately contact the on-duty Supervisor or designate, and report the collision to the Police. Refer to the Fleet Collision SOP for detailed procedures.
- 6.3 Traffic Violations – Against the Vehicle Operator
  - 6.3.1 Vehicle Operators who incur Traffic Violations issued by the Police while driving a City Vehicle are responsible for accepting or disputing all Traffic Violations and paying any associated fees or fines.
  - 6.3.2 Vehicle Operators are required to report Traffic Violations to their Supervisor within 24 hours of the Traffic Violations being issued. The exception is a ticket that results in the impoundment of the City Vehicle, which must be reported immediately. Refer to Fleet Permit SOP for additional details.
- 6.4 Traffic Violations – Against the Vehicle registered owner
  - 6.4.1 Red Light Cameras (RLC), Automated Speed Enforcement Systems (ASE), School Bus Stop Arm Cameras, and Parking Violations Offence Notices will be received by the City as the vehicle's registered owner. These will be paid by Fleet Services, and the cost will be recovered from the division that has the assigned City Vehicle.
  - 6.4.2 Vehicle Operator shall not dispute the charge or attend court representing City of Brampton, as the ticket is issued to the City (Corporation).
  - 6.4.3 Refer to the Fleet Permit SOP and/or the Division's SOP for additional details.

## 7. Roles and Responsibilities

### 7.1 Senior Management is responsible to:

- 7.1.1 Support this Directive and ensure compliance and adherence by the City departments;
- 7.1.2 Ensure the communication, distribution, and availability of this Directive to all City Employees.

### 7.2 Fleet Services is responsible to:

- 7.2.1 Develop and maintain Standard Operating Procedures (SOPs) for the operation of City Vehicles, complaints mechanism, and any other provisions to complement this Directive;
- 7.2.2 Maintaining Ministry licensing standards processes for City Vehicles, including monitoring drivers' abstract;
- 7.2.3 Conduct the acquisition, maintenance, repair, disposal, and management of City Vehicles in a timely, effective, and fiscally responsible manner, including consideration for alternative service delivery;
- 7.2.4 Conduct recovery of the vehicle, equipment, and Traffic Violations charges to user division;
- 7.2.5 Complete quarterly Commercial Vehicle Operator Registration (CVOR) Abstract searches to monitor the City of Brampton's CVOR; and
- 7.2.6 Provide in-house driver training program or other training courses relating to the use of City Vehicles to facilitate compliance with legislative requirements.

### 7.3 Supervisors are responsible to:

- 7.3.1 Enforce, and communicate applicable policies and procedures on the use of City Vehicles and equipment to the Employees they supervise;
- 7.3.2 Ensure that Vehicle Operators receive the appropriate training in the safe use of City Vehicles and equipment where required;
- 7.3.3 Regularly monitor the use of City Vehicles to ensure proper and safe usage;
- 7.3.4 Coordinate with Human Resources for investigations and possible discipline related to misuse of a City Vehicle or for violations of the rules, regulations, or conditions of its use; and

7.3.5 Ensure processes are in place to log the use of City Vehicle by Vehicle Operators, including identifying the Employee responsible for the Traffic Violation.

7.4 Human Resources is responsible to:

7.4.1 Coordinate with Supervisors for investigations that may lead to disciplinary action related to misuse of a City Vehicle or for violations of Federal, Provincial and Municipal legislation and regulations, rules, or conditions of its use.

7.5 Vehicle Operators are responsible to:

7.5.1 Understand and follow the provisions within this Directive;

7.5.2 Hold a valid COB Operators Permit to operate a City Vehicle, except for Fire and Transit operators;

7.5.3 Maintain a valid Ontario Driver's License (including the proper class of license) and any certification necessary to conduct their duties;

7.5.4 Immediately inform their Supervisor of any change in the status of their driver's license, which results in the loss and/or suspension of the license, required to do their job. Driving without a valid driver's license is strictly prohibited;

7.5.5 Abide by all required legislation in relation to the Highway Traffic Act, Criminal Code of Canada, Commercial Vehicle Operator's Registration (CVOR) regulations, the Income Tax Act, and related City of Brampton bylaws, policies, and procedures as they relate to the use of City Vehicles;

7.5.6 Employees must conduct safe operations of City Vehicle by ensuring they are fit to work while conducting City business as defined under Employee Code of Conduct HRM-100;

7.5.7 Immediately inform their Supervisor, if practical or within 24 hours at the maximum, of any citations issued for any offence while operating a City Vehicle. Complete any logs, forms and follow proper documentation established by legislation, policy and/or Supervisors;

7.5.8 Report any malfunction or damage to the City Vehicle to their Supervisor immediately; and

7.5.9 Ensure that any materials or equipment transported in City Vehicles are secure at all times.

## 8. Monitoring and Compliance

### 8.1 Consequences of non-compliance

Failure to follow this Administrative Directive may result in remedial training and/or disciplinary action up to and including dismissal. Each violation by an Employee will be dealt with on a case by case basis in coordination with HR.

## 9. Definitions

- 9.1 **Automated Speed Enforcement System (ASE)** – means a combination of camera and speed measuring device that automatically captures and records an image of a vehicle that is travelling in excess of the posted speed limit.
- 9.2 **City Vehicle** – means any motorized or self-propelled vehicle owned, leased, or rented by the City and operated by a City Employee.
- 9.3 **COB Operators Permit** – means a permit issued by the COB to an individual authorizing the operation of a specific class of City Vehicle.
- 9.4 **Employee** – means an individual employed by the City of Brampton to perform duties or tasks in exchange for compensation.
- 9.5 **Offence Notice** – is a certificate identifying the alleged offence, including date, time, location and licence plate number of the involved City Vehicle.
- 9.6 **Red Light Camera (RLC)** – means a camera that automatically captures the image of a vehicle that has entered the intersection during the red phase of a traffic light.
- 9.7 **School Bus Stop Arm Camera** – means a camera that automatically captures the image of a vehicle that does not stop when the school bus stop is in effect.
- 9.8 **Traffic Violation** – is a notice issued by a law enforcement official to a defendant, charging with a violation of federal, provincial, or municipal traffic laws. Traffic Violations may also be issued by private organizations that manage parking facilities.
- 9.9 **Vehicle Operator** – is any City Employee operating a City Vehicle.

## 10. References and Resources

This Administrative Directive should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publicly available.

### 10.1 External references

- [Employee Code of Conduct HRM-100](#)

### 10.2 References to related bylaws, Council policies, and administrative directives

- [Enforcement Fleet SOP](#)
- [Fleet Collision SOP](#)
- [Fleet Permit SOP](#)
- [Fleet Driver Vehicle Inspection Report SOP](#)
- [Fleet Responsibilities for Hours of Service SOP](#)
- [Fleet Responsibilities for Traffic Violations SOP](#)
- [Fleet Equipment Inspection Report SOP](#)

### 10.3 References to related corporate-wide procedures, forms, and resources

- Highway Traffic Act, R.S.O. 1990, c. H.8
- Occupational Health and Safety Act, R.S.O., c. O.1
- Criminal Code of Canada, RSC, 1985, c. C-46

## 11. Revision History

Date	Description
2022/06/23	Approved by CLT
2025/06/23	Next Scheduled Review